

## Section V: Attachments

### V-1 Help (Checking e-Grant)

When you have completed data entry into *e-Grant*, click on the **FINISH** button located on the top, right menu of the e-Grant System screen. The system will list all data fields which have not been completed and which are required. Click on the **GO FIX IT** button for each item listed. This will take you directly to the error, so that corrections can be made.

Continue this process until all corrections have been made and the e-GRANT SYSTEM allows you to move to the next screen, where submission can occur.

### V-2 Help (Assembling the Required Attachments for Uploading)

- a. Print the ***Grant Application Checklist***, if you haven't already done so. You need this reference document to ensure that the correct elements are in the correct order before submission. Not every GCA grant requires the same documentation, so this step is vital to a successful submission. GCA recommends that you check-off each item as you prepare and include it in a correctly named attachment on your computer, ready for the upload.
- b. Make certain that each of the combined documents is complete and accurate. You will not be able to edit them once they have been submitted into the e-Grant System. Content uploaded into the system must be either created or transferred into MS Word, Rich Text, PDF or MS Excel.
- c. Assemble the Required Attachments into a maximum of **three documents, attachments A-C**. Create these documents, using the same naming convention rules that created your organization's name for *e-Grant*, and save each. Each attachment should be named as follows:
  - Organization Name, Attachment A (.xls)
  - Organization Name, Attachment B (.doc, .pdf, .rtf)
  - Organization Name, Attachment C
- d. Use each "browse" button to locate the required attachment document on your computer and upload it into the e-Grant System.
- e. Once you have uploaded the necessary files, hit the **SAVE YOUR WORK** button. You will now see that next to each attachment there are options to either **DELETE** or **VIEW**. GCA strongly recommends that you review the attachments for all required information before hitting **SAVE & NEXT** and proceeding to the signature page and final submission

- f. Once you have reviewed all attachments for their completeness, click on the SAVE & NEXT button to proceed to the Signature page and submit e-Grant.